

# AIR PA ACTIVE DUTY GUARD/RESERVE ANNOUNCEMENT AIR

OPENING DATE <b>14 October 2005</b>	ANNOUNCEMENT NUMBER <b>AGR 2005-33</b>	CLOSING DATE <b>14 November 2005</b>
POSITION TITLE <b>CONTRACT SPECIALIST</b> Pos # 0797192/80276000	GRADE/MOS/SSI AUTHORIZED <b>CMSgt//E9 6COX1</b>	TYPE POSITION <input type="checkbox"/> Officer <input checked="" type="checkbox"/> Enlisted AREA OF CONSIDERATION <input type="checkbox"/> State <input checked="" type="checkbox"/> Nationwide
LOCATION OF POSITION <b>111th Fighter Wing 1151 Fairchild Street Willow Grove Air Reserve Station Willow Grove, PA 19090-5101</b>	MAILING ADDRESS <b>Dept of Military &amp; Veterans Affairs ATTN: HR-AGR Ft Indiantown Gap Annville, PA 17003-5002</b>	
<p><b>BRIEF DESCRIPTION OF DUTIES:</b> Assists with pre-award, post-award, and contract closeout functions for a variety of supply, services, and construction contracts within the Air National Guard (ANG). Contracting is established through sealed bidding procedures with some assignments involving negotiated small disadvantaged business program contracts, architect/engineer contracts and Job Ordering Contracting (JOC) delivery orders. Recommends the appropriate contract type and applicable special provisions as they apply to the particular project. Prepares Commerce Business Daily (CBD) synopsis, selects provisions of the solicitation applicable to the particular procurement and prepares the Invitation for Bid (IFB) or Request for Proposal (RFP) for procurements. This includes preparation of solicitation provisions, proposal documents, contract clauses, and plans and specifications. Compiles Bidders Mailing List and issues the solicitation and subsequent amendment(s), if applicable. Ensures that prospective contractor site visits and prebid conferences are conducted where appropriate. At the public bid opening, may draft Abstract of Bids and serve as Bid Opening Officer. Determines the responsiveness of all bids and prepares Bid Opening Report for distribution to the organization requirements office. Conducts pre-award survey of apparent low bidder with emphasis on financial resources, stability, past performance and capacity. Has responsibility for ensuring that funds obligation is in accordance with public law and that the pending contract is not over obligated. Assists in the preparation of the legal review package to contract award for submittal to the state or NGB-AQ.</p> <p>Prepares and distributes award package consisting of signed and approved contracts and labor and authority letters. Coordinates or conducts the pre-construction/performance conference; acts as recorder and prepares the minutes. Maintains contract files. Enforces compliance with contractual requirements and monitors contract progress in relation to an established schedule in order to recommend and approve an appropriate established schedule and to recommend and approve appropriate progress payments to contractors. Recommends the issuance of suspension of work or stop work orders, as necessary and negotiates equitable settlements for claims between the government and the contractor. Coordinates contract completion/closeout including punch-list development and resolution, submission and acceptance of warranties, final inspection and acceptance, as built drawings, release of claims, final payment and construction contract evaluation. Performs other related duties as required.</p> <p><b>NOTE:</b> This position will not be filled until incumbent vacates. MSgt is the highest military grade that can be authorized for this position.</p>		
<b>MILITARY ASSIGNMENT</b> AFSC: 6COX1		
<p><b>APPLICATION PROCEDURES:</b> Individuals meeting the qualification requirements may apply by submitting HRO Form 55 (available at CBPO's). Certification by CBPO (Item 24) must be completed on HRO Form 55. <b>Application form must arrive at the CBPO not later than the closing date shown above.</b></p>		
<p><b>QUALIFICATION REQUIREMENTS</b> This vacancy announcement is for a six (6) year tour under Title 32, USC Section 502(f). Officers must meet the entry level AFSC qualification criteria outlined in AFMAN 36-2105 for the SPMD position. Enlisted personnel must possess an AFSC compatible with the SPMD position outlined in AFMAN 36-2108 upon entry on military duty. Those applicants not members of ANG must include documents awarding AFSC (DD 214, orders, etc.).</p>		
<p><b>EQUAL OPPORTUNITY</b> Consideration for placement and evaluation of qualification will be made on a fair and equitable basis without regard to race, religion, color, lawful political affiliation, marital status, sex, or national origin.</p>		